

REQUEST FOR CHANGE TO EXISTING TECHNICAL ARCHITECTURE PROCESS NO. 1

■ Description

The purpose of this process is to determine if there is sufficient need/justification for establishing a new, or updating an existing, enterprise technology architecture standard.

■ Goal

Ensure that the State's IT enterprise architecture contains the technology standards required for state agencies to meet the needs of clients, citizens and businesses.

■ Requests to be Reviewed by the Architecture Oversight Committee

The Architecture Oversight Committee will review requests from the State Technology Architect, Domain Subcommittees and participating State agencies to establish a new or update an existing technology standard.

■ Triggers

- Requests from State Agencies
- Federal/State Mandates
- New Technology Products/Applications
- Technology Projects
- Industry Best Practices

■ Sources of Input to Architecture Oversight Committee

- State Technology Architect
- Agency Representatives
- Domain Subcommittees

■ How Request Submitted

Requests are submitted to the CIO Staff using ITEA Form #1 and should include, at least, the following information:

- Basic Information
- Description of Technology/Standard to be Assessed
- Purpose, Priority and Constraints/Mandates for Request
- Alignment with State's Business Drivers (Business Alignment Scorecard)
- Financial Impact
- Migration Considerations

- Impact on Other Domains
- Priority/Date Required

■ Roles and Responsibilities

➤ CIO Support Staff

- Review request for completeness and alignment with State's Business Drivers
- Compare to South Carolina baseline technology architecture to document whether a request is compliant or agency specific (forward request to IT Planning for further action if appropriate - an example would include a request to upgrade to the newest version of an approved architecture product)
- Obtain information from Gartner, Meta and other research organizations as appropriate
- Submit information to appropriate Domain Subcommittee and assist in obtaining additional information, if requested
- Organize information packets for review by Architecture Oversight Committee to include:
 - Request
 - Business Alignment Scorecard
 - Comparison with State Technology Baseline
 - Research
 - High Level Financial Impact Analysis
 - Architecture Scorecard
 - Architecture Roadmap (if appropriate)
- Develop and post agenda for Architecture Oversight Committee meetings
- Notify appropriate parties, including originator of the request, of the recommendations of the Domain Subcommittee and the Architecture Oversight Committee
- Maintain IT Architecture Web Site to provide a status of requests throughout the review process

➤ Domain Subcommittee - Primary

- Determine at a high-level assess whether a new technology standards is needed
- Evaluate request using Architecture Scorecard
- Submit recommendations to Architecture Oversight Committee
- Present recommendations and dissenting opinions to the Architecture Oversight Committee

➤ Domain Subcommittee(s) - Secondary

- Determine scope of request and ensure integration/compatibility across domains
- Provide input to primary Domain Subcommittee

➤ Architecture Oversight Committee

- Render decision (approve/reject)
- If approved, request is resubmitted to Domain Subcommittee and follows Technical Compliance Assessment Process
- Request clarification or additional information from the primary Domain Subcommittee

■ **Tools**

- ITEA Form #1
- Architecture Scorecard (to be developed)
- Business Alignment Scorecard (to be developed)

■ **Approval Parameters**

- Sixty Seven (67%) percent of Architecture Oversight Committee must be present to request a vote to approve/reject a request (quorum).
- When a quorum is present, fifty-one (51%) of the members of the Architecture Oversight Committee in attendance must be in agreement to approve/reject a request.
- Members of the Architecture Oversight Committee, or their designated alternates, must be present to vote - absentee voting and stand-ins are not allowed.

■ **Timeframe for Processing a Change Request**

- Upon receipt of a request to change the existing technical architecture, the CIO Support Staff will have four (4) business days to conduct initial research and provide information to the primary Domain Subcommittee.
- Upon completion of work by the primary Domain Subcommittee, the CIO Support Staff will develop information packets and forward them to members of the Architecture Oversight Committee at least seven (7) business days in advance of the next Architecture Oversight Committee meeting.
- The CIO Support Staff will post agenda (and supporting documentation) to IT Architecture Web Site at least seven (7) days in advance of the Architecture Oversight Committee meeting.
- Review of requests, domain subcommittee recommendations, presentations, discussions, etc. will be limited to one (1) hour unless additional time is approved in advance by the Architecture Oversight Committee.
- The Architecture Oversight Committee will meet on a monthly basis.

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